



# Lake Wilderness Lodge

## *Facility Rental Information*

22500 SE 248th ST  
Maple Valley, WA 98038

Phone: 425-432-9953  
[lodge@maplevalleywa.gov](mailto:lodge@maplevalleywa.gov)  
[maplevalleywa.gov/lwlodge](http://maplevalleywa.gov/lwlodge)



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# About the Lodge

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The Lake Wilderness Lodge is owned and operated by the City of Maple Valley. The award winning Lake Wilderness Lodge was constructed in the early 1950's, the land was later consolidated under a single ownership and by the 1950's, Gaffney's Resort was an active year-round vacation destination that included boat and swim facilities, airstrip, ballroom, rental accommodations and restaurant. The main Lodge was designed by Seattle architectural firm Young & Richardson & Carlston & Detlie known most recently as, TRA. In 1952, the building received the highly prestigious American Institute of Architecture and Washington State Design Awards. In 1997 it was designated a King County landmark, cited as an excellent example of "post-war, Northwest architecture."

The Lodge has three stories, all with a stunning view of Lake Wilderness & Mount Rainier. Entering through the main doors, you walk into the Main Upper Floor of the building and are welcomed by a central spiral staircase and walls of windows that stretch from floor to ceiling. The office is located on this floor, along with restrooms and the warming kitchen. The elevator allows guests to access all three floors of the building. The lower floor consists of a large open space, a set of bathrooms and two changing rooms on either ends of floor.

## Hours of Operation & Tours

The Lodge is open from 8am-8pm Monday-Wednesday and 8am-5pm on Thursday & Friday. During these times you are welcome to come in for a self-guided tour. Lodge staff will be available should you have any questions. The Lodge holds many classes, meetings and other activities during the week. If you are planning to come in for a self-guided tour, please call a day ahead of time to make sure that the space is available to view. If there is a private event scheduled, the building will not be open to the public. The Lodge is closed on weekends (reserved for private rentals) and City holidays.

## Parking

Parking at the Lodge is complimentary. The parking lot in front of the Lodge has 86 parking spaces & three designated handicap spaces. Private event parking signs will designate this area as reserved for your event. There are an additional 150 spaces in the adjacent parking lot. The Lodge does not provide parking lot staff to direct your guests in the parking lot.

# Fees, Payments & Changes

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## Payments

Payments can be made in person with cash, check (made payable to "City of Maple Valley"), or credit card (Visa/MasterCard). Credit card payments are also accepted over the phone or through your online Perfect Mind account. We accept multiple payments with a minimum of \$500.00 for each transaction. If you need special arrangements, please contact the Event & Facility team for approval.

The payment schedule is as follows:

- 50% of the facility rental fee, \$500 damage deposit & event insurance is payable upon reservation. The facility deposit is non-refundable and non-transferable. With receipt of your facility deposit, a contract will be initiated and you will have 24 hours to return it signed. Final Payment is due 90 days prior to the event date.

## Damage Deposit

A \$500.00 Damage Deposit is required for all rentals. The damage deposit is refundable as long as the scheduled event takes place and the following conditions are met

- No damage to the Lodge and its contents

- Clean-up is in full compliance with the conditions listed under the “Expectations of Renters”
- All event activities are within the contracted time period

If damage is caused to the facility or equipment during your event, the Damage Deposit will be forfeited by the renter to the City of Maple Valley for payment of those damages. If damage caused exceeds the provided Damage Deposit, the City will hold the renter responsible for additional amounts due.

The Damage Deposits will be returned to the contracting person(s) in the form of check and sent to the address on file. The return of the Damage Deposit will occur within 60 days after the event date. If you have not received the refund check 60 days after your event date please call the Lodge office.

## Event Insurance

All Lodge rentals are required to have Event Insurance. The Lodge staff will purchase Event Insurance through Washington Cities Insurance Authority (WCIA) for private rentals. Your premium fee is based on your event classification, the number of guests guaranteed by the renter, and whether alcohol will be served.

Corporations and organizations can substitute the purchase of WCIA Event Insurance by providing a copy of their Commercial Liability Insurance Certificate listing the “City of Maple Valley/Lake Wilderness Lodge” as an additional insured and by listing liquor liability included if applicable.

No. of People Attending Event	Not Serving Alcohol	Serving Alcohol
1-100	\$76.00	\$152.00
101-250	\$101.00	\$288.00

\*Rates current for 2020 event dates. Subject to change for 2021 rentals.

## Extra Hours

Additional hours may be purchased, when available, to increase your rental period. Any addition of hours will be added to the beginning or the end of the rental. All rentals must end by 12:00am. The additional hours must be consecutive with the current rental period. **If additional hours are purchased they are not eligible for refund, unless the event is cancelled and consistent with the Lodge cancellation refund.**

	October – March	April – May	June - September
2020	\$275-350 hourly	\$300-\$375 hourly	\$350-\$475 hourly
2021	\$302.50 – \$385	\$330 – \$412.50	\$385 – \$522.50

\*Rates subject to change.

## Contract Changes & Addendums

Contract changes may include the following: rental hours, purchase of additional hours, guest count increase, serving or not serving alcohol, etc. Contract change requests must be made in writing by the contracting person(s). Requests must be made at least 30 days prior to the scheduled event date. An addendum will be created outlining the requested changes and any additional payments that are required. Addendums must be signed and returned within 24 hours.

## Cancellations

In the unfortunate situation that a Renter cancels a scheduled event, the following shall apply: Upon booking the facility, the Renter acknowledged that the Booking Fee is non-refundable or transferable. Upon payment of the Remaining Rental Fee 90 days prior to the scheduled event, the Renter acknowledged that the Remaining Rental Fee is non-refundable or transferable. Should the Renter pay the entire Rental Fee more than 90 days prior to the scheduled event, the Renter is eligible to receive a fifty-percent (50%) refund of the Rental Fee. This refund shall be processed only after the Renter has given written notice to the City cancelling the scheduled event. Payment shall be refunded only to the Renter and shall be processed in the same method as the payment. Any refunds are returned to the



contracting person(s). Payments cannot be transferred, sold, auctioned, or gifted to any other person. The City of Maple Valley is not responsible for reimbursement of items purchased by renter in association with the scheduled event such as vendor or service charges, equipment rental charges, permit or licensing fees, etc.

## Rental Information

### Rehearsal

A one-hour complimentary rehearsal time is included with wedding rentals of the Lodge. Rehearsal are scheduled for the Thursday prior to the event date. The rehearsal time slots are 5pm-6pm, 6pm-7pm, or 7pm-8pm. Rehearsals are booked on a first-come, first-served basis. To schedule your rehearsal you may call or email the Lodge Office. Please be respectful of your scheduled rehearsal time slot. We have several rehearsals per evening and we want to make sure that each one gets the full hour. Rehearsal are self-run; staff will be on site to answer any questions and assist with AV if needed but you are responsible for running your own rehearsal.

### Set-Up Appointment

Set-up appointments should be scheduled for 3-6 weeks prior to your event. During the set-up appointment you will go over your day of schedule, audio visual needs, room setup, ceremony setup and any additional needs or questions. You can call or email at any time to schedule this appointment.

### Renter Expectations

In the table below you will find a list of what is expected of the Lodge Staff, you as the Renter, and your caterer (when applicable). By signing the contract for your reservation, you agree to adhere to the following:

Lodge Staff	You	Caterer*	
X			Set up facility equipment (tables, chairs, AV equipment, etc.)
X			Unlock the facility
	X	X	Set up of rental equipment
	X		Deliver and unload event materials and supplies
	X		Decorate facility- indoor & outdoor per lodge guidelines
	X	X	Prepare catering and bar service
	X		Coordinate event activities and transitions
X	X	X	Monitor guest and vendor activity
X	X		Move, rearrange, or remove facility equipment during event as requested
	X	X	Bus tables
X		X	Empty garbage and recycling and haul to the dumpsters
X			Clean and stock restrooms
	X		Take down decorations- indoor & outdoor
	X	X	Tear down rental equipment
X			Tear down facility owned tables and chairs upon event completion
	X	X	Clean kitchen (sweep, mop, wipe tables & microwave, clear out fridge and freezer
X			Sweep, vacuum, and clean restrooms
X			lock doors

\*If you do not hire a caterer you are responsible for the caterer's duties

### Rental Time

The contracted rental time is inclusive of setup, decorating, the event, clean-up and load out of all materials brought into the Lodge. Early access to the lodge is permitted only if you have purchased additional hours 30 days prior to your event date. All rentals must end by 12:00am.

## Storage & Delivery Access

Lake Wilderness Lodge does not allow overnight, pre, or post event storage. Renters are responsible for all items brought into the facility or onto the Lodge grounds for the duration of the event. Renters are responsible for the set-up and take-down of all rental items. All rental and other items must arrive and exit the facility during the contracted rental period.




## Facility & Equipment Rentals

Tables and chairs are included with rental fee and will be set-up prior to your facility access time. Some equipment will be provided upon request and with an additional charge. The table below includes a full detailed list of all equipment and supplies the Lodge offers for events. Additional equipment and rental items will be discussed during your set-up appointment.

### New Rental Items

The Lodge is now offering up-light & Gobo custom image projector rentals. Light rentals will be discussed during the set-up appointment with the Event & Facilities team.

### Tables & Chairs






Tables & Chairs	Equipment	Quantity	Linen Size
	6ft x 5ft Oval Table Seats 10 per table	25	<b>85inch x 85inch or 90inch x 90inch Square</b> (Points off floor 3.5" to 3")  <b>132inch Round</b> (Floor length)
	8ft x 2.5ft Rectangular Seats 10 per table	15	<b>90inch x 156inch Banquet</b> (Floor length)  <b>(2) 85inch x 85inch or 90inch x 90inch</b> (Drapes floor length)  <b>54inch by 120inch Overlay</b> (Drops 12inches on sides and 12 inches on end)  <b>Skirting Size:</b> 21ft for four sides, and 13ft for three sides
	6ft x 2.5ft Rectangular Seats 8 per table	10	<b>90inch x 132inch Banquet</b> (Floor length)  <b>(2) 85inch x 85inch or 90inch x 90inch</b> (Draped floor length)  <b>54inch by 120inch Overlay</b> (Drops 12inches on sides and 24 inches on end)  <b>Skirting Size:</b> 17ft for four sides, and 11ft for three sides

	4ft x 2ft Rectangular Seats 2 per table	4	<b>84inch x 108inch Banquet</b> (Floor length)  <b>85inch x 85inch Square</b> (Floor length on sides and drops 18.5inch on the ends)  <b>Skirting Size:</b> 12ft for four sides and 8ft for three sides
	32inch Round Cocktail Highboys	6	<b>85inch x 85inch or 90inch x 90inch Square</b> (Points to floor sides 4inch to 3.5inch off floor)  <b>120inch Round</b> (Floor length)
	30inch x 60inch Serpentine Tables Sits 2 per table	2	<b>90inch x 156inch Rectangle</b> <b>90inch x 132inch Rectangle</b> (Full coverage)  <b>60inch x 120inch Rectangle</b> <b>85inch x 85inch Square</b> <b>54inch x 54inch Square</b> (Top cloth coverage)
	Folding Chairs	250	May be used indoors and/or outdoors for ceremonies and receptions.
	Padded Chairs	250	Inside use only.


Tables, chairs and other rental equipment can be viewed when you come visit the Lodge for a tour or at your set-up appointment.



You are welcome to make an appointment to come in with your linens and table décor to see how they look on the tables. Please call ahead to confirm that there are no events on the Main Floor to ensure tables will be available.

## Equipment

Equipment & Rentals	Description	Quantity	Additional Charges
	Colored Up-Lights  Gobo Custom Image Projector	8  1	\$25 Each  \$100
	Portable Bar	1	Complimentary
	Portable Dance Floor 15ft x 12ft	1	Complimentary See additional comments on the following page
	Wooden Podium	1	Complimentary
	Arch & Columns	1 White Arch 2 White Columns	Arch: \$50 Columns: \$25



	Wood Arch	1	\$50
	Votive Candle Holders with flickering LED tea lights	85	Complimentary
	Lodge Sound System	1	Complimentary
	Main Floor Projector System	1	\$100 usage fee
	Portable Projector Screen	2	Complimentary
	LCD Projector	2	Complimentary

	TV & DVD Player Cart	1	\$450 refundable deposit (Check given on day of rental)
	Wireless Lapel & Hand-held Microphones	1 Lapel 2 Handheld	\$250 refundable deposit for each device (Check given on day of rental)

### ***Dance Floor***

Placement of the dance floor will be determined at the set-up appointment. The dance floor is 12'x15'. If you would like to have a larger dance floor you are welcome to rent one and have it brought in. Rental dance floor setup and teardown must be completed during your contracted rental period.

### ***Sound System***

If you are planning on having music or any amplified sound at your event, please ask Lodge staff to help you test the system. You may do this at any scheduled appointment or rehearsal. Amplified sound is not allowed on the Lodge lawn except during the ceremony. Lodge patio doors must be closed at 10pm to keep sound indoors.

### **Catering & Alcohol**

You are welcome to self-cater or hire the caterer of your choice. There is no additional fee for whichever you choose. Alcohol service is allowed at the Lodge as long as the rules and regulations regarding alcohol service and liability are followed. If you have any questions please contact the Lodge Office.

### ***Caterers:***

Your caterer will have access to the Lodge at the beginning of your contracted rental start time. Food delivery must be made within your contracted rental time. The catering company is allowed to park in the breezeway next to the dumpsters and use the back entry of the kitchen to unload their supplies. The Lodge kitchen is a warming kitchen only. No cooking is allowed. Re-warming and preparing cold dishes is allowed. If your caterer has not yet worked in our facility please share this information or have them call the Lodge Office. Caterers are welcome to stop by the Lodge to inquire about the kitchen and facility use.

Kitchen Equipment:

- Event Fridge
- Event Freezer
- Ice Machine
- 2 Warming Ovens
- Large Prep Space
- Three Sinks: Two basin sinks and a separate hand washing sink
- 2 60 Cup Coffee Makers

Propane BBQ grills are allowed with prior consent of Lodge Staff. Inquire with Lodge staff on rules and regulations for BBQ's.

### ***Alcohol/Smoking:***

Alcohol service is allowed at the Lodge as long as the rules and regulations regarding alcohol service and liability are followed. If you plan to serve alcohol, let the Lodge staff know as it must be included in your contract. **Cash bars/selling of alcohol is not allowed at the Lodge unless you meet certain non-profit qualifications – speak to a Lodge representative for more information.**

All types of alcohol are allowed to be consumed at the Lodge. Alcohol consumption is allowed inside the Lodge and on the lower lawn. There is a tree line that separates the park grounds from the Lodge grounds. Alcohol is prohibited in the park. Please be sure your guests are aware of the alcohol policy.

Kegs are allowed but must be placed outside on the deck or on the lower level patio. Kegs are not allowed inside the facility, in the parking lot, or on park grounds. All other alcohol (bottles and cans, not kegs) can be served inside the building. You must use a pump tap only, **C02 taps are NOT permitted.**

The Lodge and Lake Wilderness Park are completely non-smoking facilities. Smoking is not allowed anywhere inside, on the patios, in the parking lot, or in the park/arboretum.

### **Decorating Policy**

As the renter, you are responsible for ensuring that the Lodge decoration rules are followed. Failure to adhere to these rules and regulations may result in the forfeiture of your Damage Deposit and/or denial of future rental use.

Decorations may not be hung on the Totem Pole. Décor items may be hung from the railing with pipe cleaners, string, or other non-abrasive and adhesive-free methods. Inside the facility, the use of silk flowers is allowed on the floor during the ceremony. Natural or freeze dried flowers are acceptable on tabletops. Real flower petals are allowed for outside ceremony use only. Flower petals must be picked up and discarded after use.

Floral decorations inside the Lodge must be artificial or in water. For example, ivy is beautiful but becomes a fire hazard when it is cut and dried. For assistance or questions, please contact the Event & Facilities team.

- Décor may not be attached to the walls or windows in any way.
- No tape or adhesive of any kind on the walls, windows, floor, ceiling, deck, tables, chairs or other Lodge equipment. This includes, but not is not limited to, blue painters tape, command strips, electrical tape, or adhesive sticky goo.
- No nails, tacks, staples, pins, or glue can be used on the facility walls, floors, or equipment.
- No taping down aisle runners to the floor.
- No bubbles inside the facility (outside use only)
- No birdseed, rice, glitter, confetti, potpourri, sequins, opened candy, herbs, sand, or ash
- No tiki torches inside or outside (see Candle & Flame Allowance below)
- No use of pyrotechnics including sparklers inside or outside (see Candle & Flame Allowance below)
- No hay bales inside or outside
- No live trees- including Christmas trees
- No helium balloons inside of the Lodge
- No fog, rain, or snow machines
- No scissor lifts
- No motorized vehicles inside the facility
- No affixing signage, banners, or decorations to the Lodge's exterior or signage.
- No tents onsite unless they are sand-bagged and pre-approved by the Event & Facility team

While some groups have gone over the top with decorations, it doesn't take more than a few centerpieces to have a striking effect. Keeping it simple with table centerpieces, flowers, and other small items will help save you time and stress while decorating.

If you have questions about decorations ideas please email [lodge@maplevalleywa.gov](mailto:lodge@maplevalleywa.gov) with a picture and short description.

## Candle & Flame Allowances

- Candle holders must be approved prior to your event by the Event & Facilities team.
- Use of flammable materials is prohibited.
- No open flames or fires are permitted on site.
- No burning of items
- No oil candles
- Lit candles may be used **IF** they are fully enclosed in a container that is minimum 1 inch taller than the candle and its flame. Visual examples are below.
- All candle types including floating candles are acceptable as long as they are properly contained.

Open flame candles for wedding ceremonies (unity candles only) may be used without an enclosed glass holder as long as they are lit just prior to the ceremony and extinguished immediately after the ceremony. Please inform the Event & Facility team if you will be using a unity candle. Any remaining candles set for decoration during the ceremony, near the altar, or throughout the room, must follow the guidelines listed above.

### Approved Candle Holders

You are not limited to these options. These are simply examples to assist you with your planning.



### Candle Holders Not Allowed



## **General Information**

### ***Lodge Tours***

The Lodge is open from 8am-8pm Monday-Wednesday and 8am-5pm on Thursday & Friday. During times you are welcome to come in for a self-guided tour. Lodge staff will be available should you have any questions. The Lodge holds many classes, meetings and other activities during the week. If you are planning to come in for a self-tour, please call the Lodge office at 425-432-9953 the day before you plan to come in to make sure that the space is available to view.

### ***Friday Rentals***

Friday rentals are scheduled from 4pm-12am. The 4pm-5pm timeframe is for setup only. The event must start after 5pm.

### ***Ceremonies***

Ceremonies can take place inside or outside on the Lodge lawn. If your event requires a set conversion between ceremony and reception, Lodge staff will be available to help but will require assistance from members of your party in order to move tables and chairs as quickly as possible.

Outside ceremonies are not permitted between November and March. All other times of the year will be based on weather. Lodge staff has the final say in whether or not a ceremony may be held outside. Once the ceremony placement is decided on and chairs are placed, you are responsible for moving if you change your mind. If you decided to hold the ceremony outdoors and it rains, you as the renter are responsible for bringing towels to wipe down chairs before they are put away.



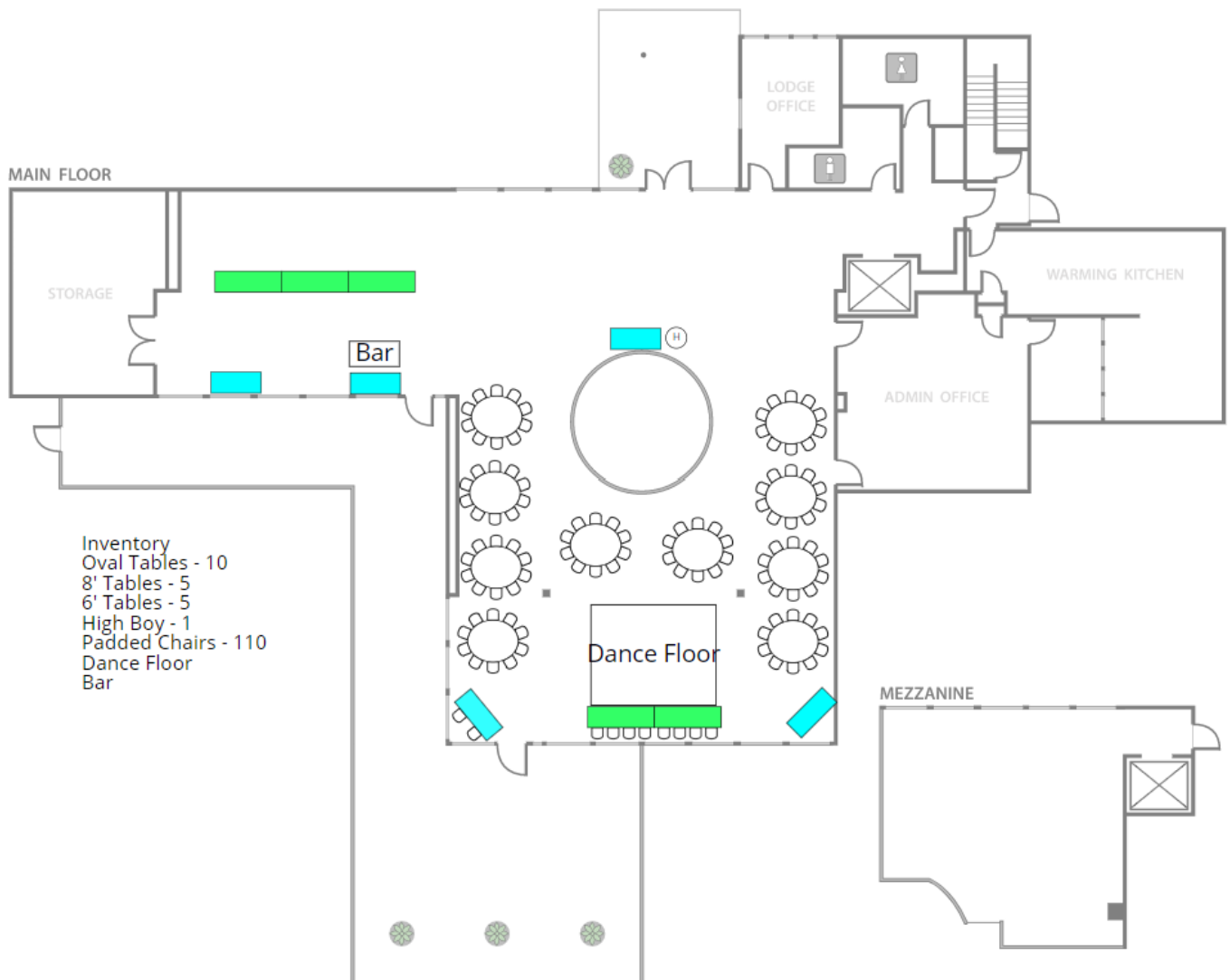
# Additional Information & Ideas

## Example Layouts

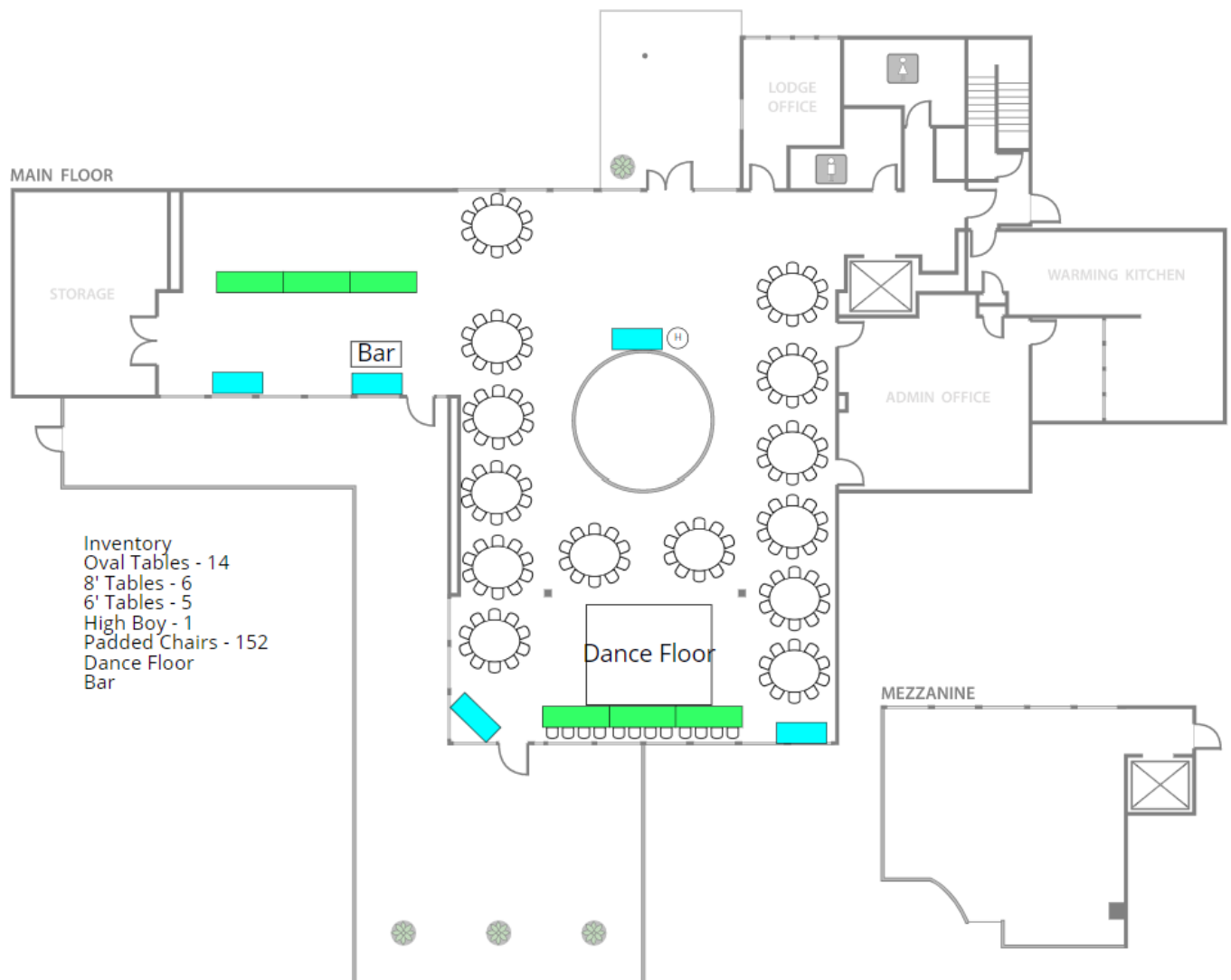
Included in the next few pages are sample layouts. These examples are to give you an idea of what your set-up may look like. You will work with the Event & Facility team at your setup appointment to design your custom layout. All of the diagrams have the portable dance floor included in the set-up. While it is in the same position in each layout, the dance floor can be placed almost anywhere on the Main or Lower Floor.

### Small wedding (up to 100 guests)

Smaller weddings are usually able to fit their entire group on the Main Floor.



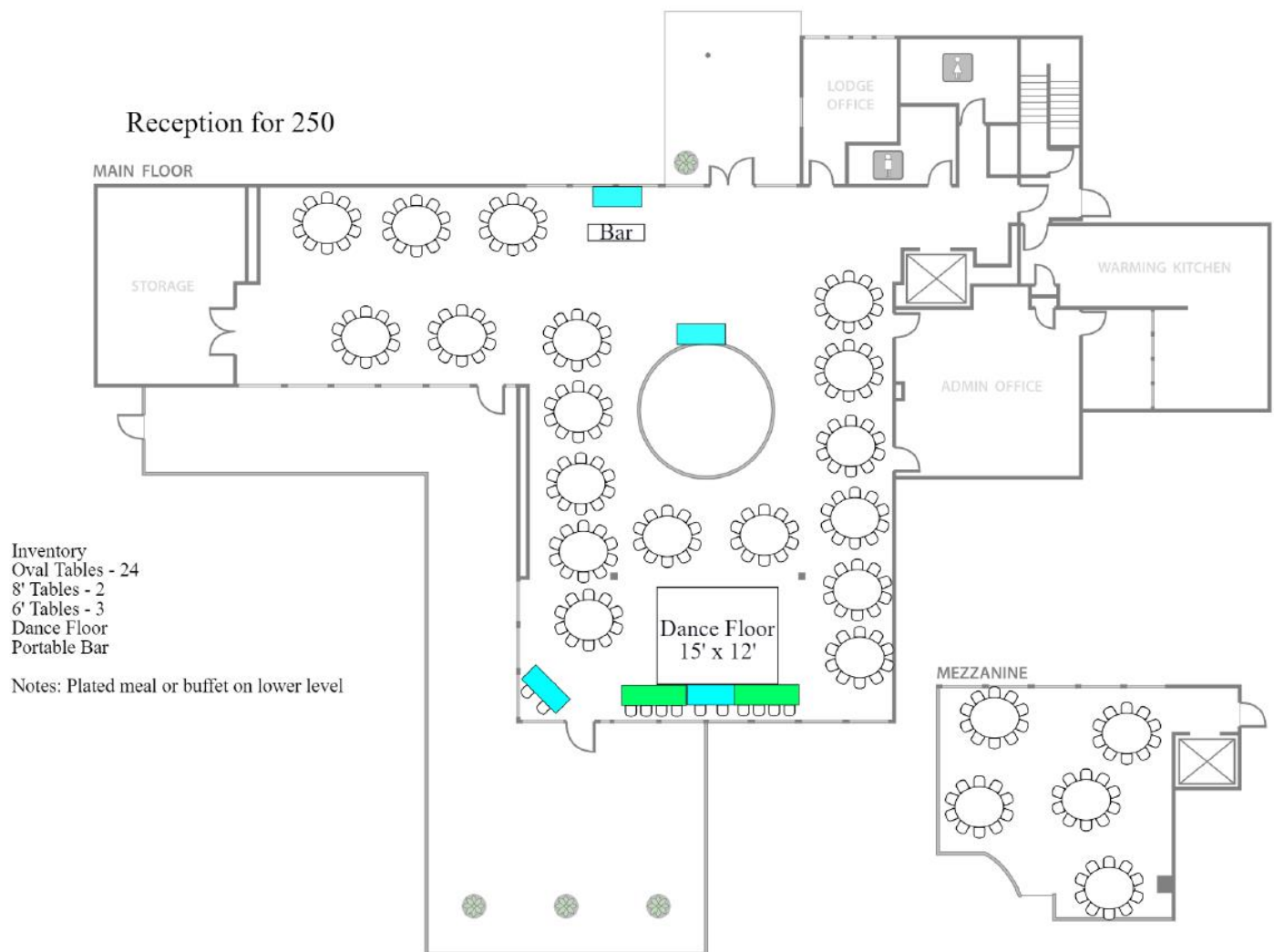
## Medium wedding (101-150 guests)



## Large wedding (200 - 250 guests)

Large receptions require the use of at least 2 floors unless you are having a plated meal

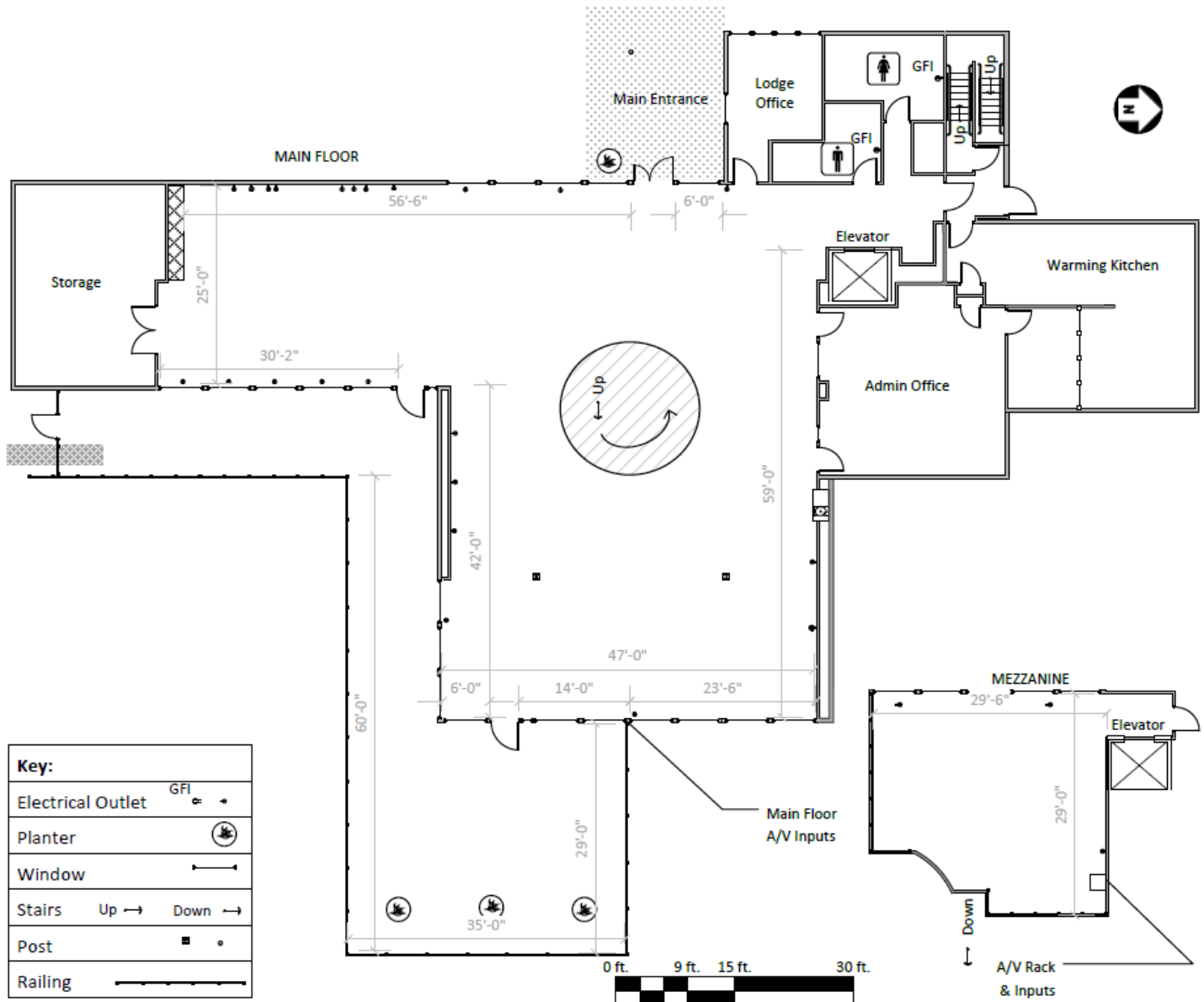
\*It is recommended that the buffet go downstairs



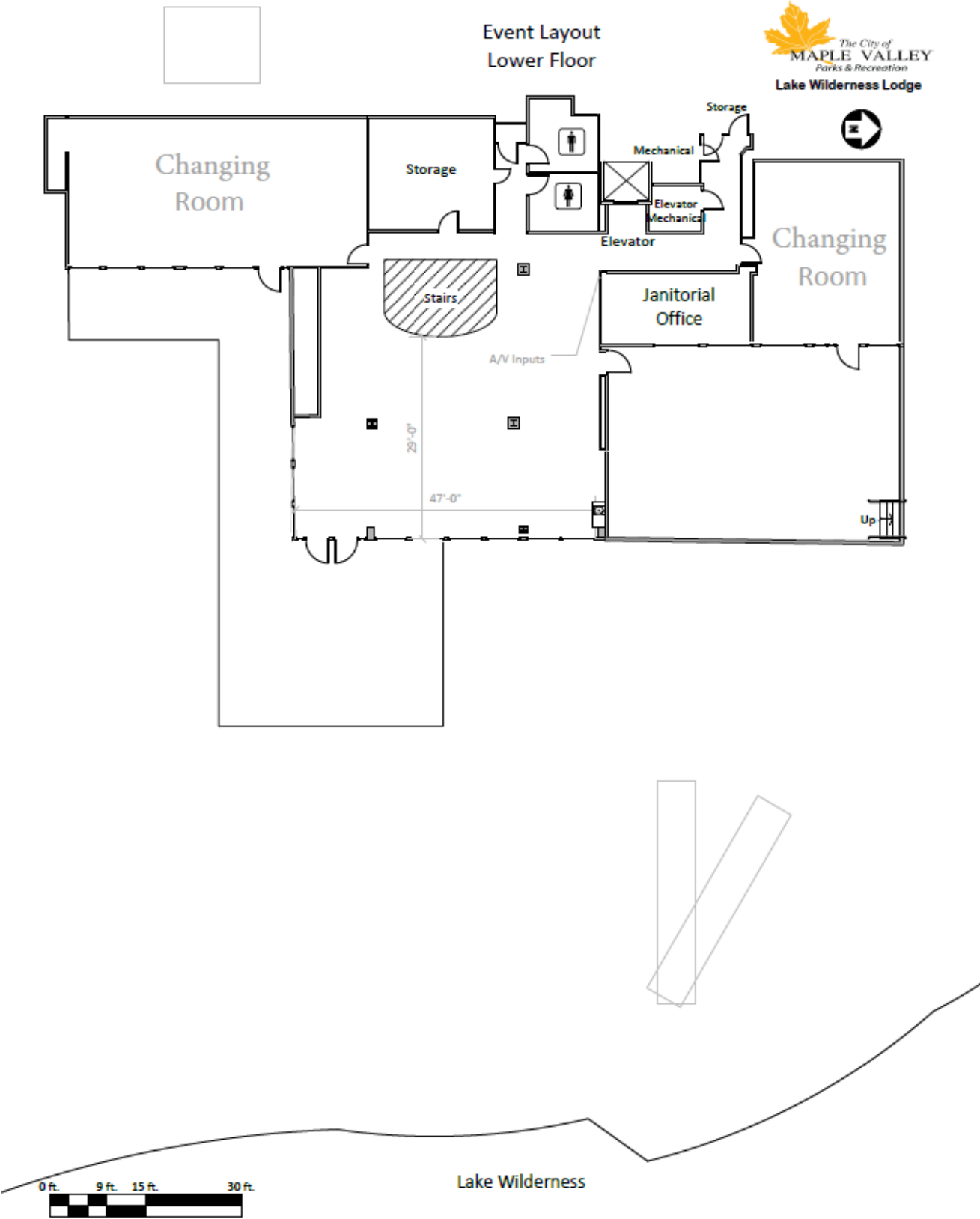
## Blank Diagrams

Provided below are blank diagrams with measurements of rental spaces that are included with wedding rentals. If you would like extra copies please contact the Lodge Office.

### Main Floor & Mezzanine

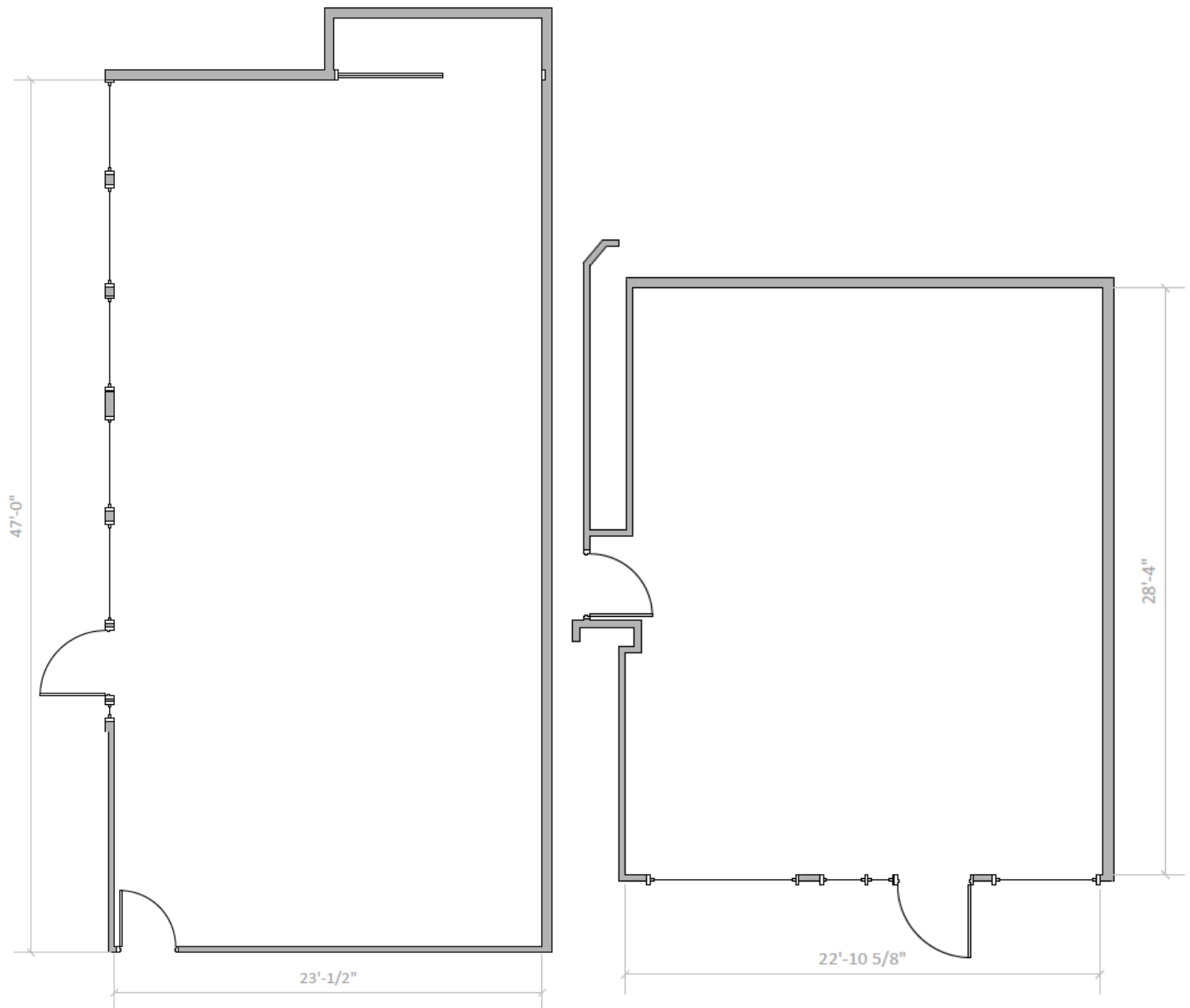


Lower Floor
















## Changing Rooms



Both rooms are equipped with one mirrored wall, tables, chairs & hanging racks. The Larger Room also has a couch and love seat.

## Rental Spaces

Room	Size	Capacity	Comments
<b>Main Floor</b> 	4102 sq. ft.	Occupancy 250  Seated: 200   	- Main entrance to facility  <b>Possible Uses:</b> - Reception - Dance Floor - Indoor Ceremony - Buffet <b>Equipment:</b> - Projector/Slideshow capable - Sound System
<b>Lower Floor</b> 	2060 sq. ft.	Occupancy 250  Seated: 100   	- Access to Wedding Party - Changing rooms  <b>Possible Uses:</b> - Cocktail Hour - Overflow seating - Bar Area - Kid's Space - Indoor Ceremony  <b>Equipment:</b> - Sound System
<b>Mezzanine</b> 	754 sq. ft.	Occupancy 50  Seated: 50  	<b>Possible Uses:</b> - Seating - Photo Booth  <b>Equipment:</b> - Sound System
<b>Upper Patio</b> 	1836 sq. ft.	Occupancy 72	<b>Possible Uses:</b> - Cocktail Hour - Bar - Small outdoor ceremony (50 people) - Outdoor Seating Area

<b>Lower Patio</b> 	918 sq. ft.	Occupancy 60	<b>Possible Uses:</b> -Small Wedding Ceremony (20 people) -Covered/Shaded Ceremony Viewing -Cocktail Hour
<b>Warming Kitchen</b> 	586 sq. ft.		<b>WARMING KITCHEN ONLY!</b> -Food Prep Space -Refrigerator & Freezer -Commercial Ice Maker -Warming Ovens (2) -Sinks -Breezeway parking access
<b>Wedding Party Changing Space</b> 	1081 sq. ft.		<b>Possible Uses:</b> -Dressing -Event Staging & Storage -Hair/Makeup Area -Relaxing Room
<b>Wedding Party Changing Space</b> 	644 sq. ft.		-Attached outdoor secluded patio <b>Possible Uses:</b> -Dressing -Event Staging & Storage -Hair/Makeup Area -Relaxing Room

 : Elevator

## Frequently Asked Questions

### *General Questions:*

- **What types of events are held at the Lodge?**
  - The Lodge is a great venue to host a wedding ceremony, reception, memorial, banquet, corporate event, convention, seminar, training, meeting, reunion, auction, fundraiser, celebration & more.
- **When is the best time to visit the Lodge?**
  - The Lodge is open from 8am-8pm Monday-Wednesday and 8am-5pm on Thursday and Friday. During these times you are welcome to come in for a self-guided tour. Lodge staff will be on hand should you have any questions. The Lodge holds many classes, meetings and other activities during the week. If you are planning to come in for a self-guided tour please call the day before to make sure that the space is available to view.
- **What's near the Lodge?**
  - The Lodge is conveniently located near the center of Maple Valley. Nearby are several restaurants, grocery stores, hardware stores, and shopping centers.

### *Lodge Information:*

- **What is the Lodge's capacity?**
  - 250
- **How much parking is available?**
  - Parking at the Lodge is complimentary. The parking lot in front of the Lodge has 86 parking spaces & three designated handicap spaces. Private event parking signs will designate this area as reserved for your event. There are an additional 150 spaces in the adjacent parking lot. The Lodge does not have parking lot staff to direct your guests.
- **Does the Lodge have a sound system?**
  - Yes! The Lodge has sound system. The system has a 5-disc CD player, cable TV, HDMI and auxiliary inputs. The sound system is located on the Mezzanine. There are two wireless microphones and one wireless lapel microphone included with the system. The microphones can be used simultaneously with the music playing. There is also an outdoor speaker that can be used for outdoor ceremonies. It is recommended that you test the sound system before your event. A great time to test is at your set-up appointment or rehearsal.
- **What equipment does the Lodge have for renters to use?**
  - Please review the current equipment list in this packet for a detailed list.
- **Does the Lodge have storage space for our supplies and rental equipment?**
  - Due to limited storage, delivery and pick up of items and rental equipment must take place during your contracted rental time. All items brought in for your event must be removed by the end of your contracted rental period.
- **Where can we dispose of garbage/recycle items? Who handles the garbage?**
  - There are dumpsters for garbage & recycling outside near the kitchen. Lodge staff will empty the garbage and recycling throughout the event. Your caterer is responsible for the kitchen garbage. Please break down all boxes before disposal. Garbage cans and liners are included in the rental.
- **Are the lights on dimmers?**
  - Some of the lights can dim to 50%. Not all of the lights can be dimmed.
- **Does the Lodge have a kitchen?**
  - Yes! The Lodge kitchen is licensed as a warming kitchen only. All food must be prepared offsite. You may use the kitchen to warm pre-prepared food or prepare cold food and trays.
- **Does the Lodge have overnight accommodations?**
  - The Lodge does not have overnight accommodations. There are many lodging options nearby. Please see the lodging section of this packet for ideas.

## ***Rental Information:***

- **Is smoking allowed at the Lake Wilderness Lodge?**
  - Smoking is not permitted within City of Maple Valley parks; this includes Lake Wilderness Lodge, the lawn, patio, parking lots and the Arboretum.
- **How far in advance can I reserve the Lodge?**
  - Reservations for the entire year open one year in advance. For example, on the first business day in January 2020 the Lodge is open for reservations for the entire year of 2021.
- **How early and how late can we rent the Lodge?**
  - The Lodge can be rented as early as 8am and as late as 12am upon availability. Friday rentals begin at 4pm for setup. The event must start after 5pm.
- **Can we purchase additional hours the day of our event?**
  - Additional hours must be purchased through the Lake Wilderness Lodge Office at least 30 days in advance of your event date.
- **Would we share the facility with another group?**
  - There may be a small event in the conference rooms. They will only be in the main lodge to utilize the elevator if necessary. Otherwise there will be no other groups in the facility during your event.
- **What parts of the facility are included in my rental?**
  - Two changing rooms, Warming Kitchen, Main Floor, Mezzanine, Lower Floor, Main Floor Deck, Lower Patio, and Lodge Lawn.
- **Will we have Lodge staff on-site to assist us?**
  - Yes! A lodge staff member will be on-site throughout the duration of your rental period.
- **What are the Lodge facility staff responsible for?**
  - Lodge staff are responsible for unlocking and locking the facility, set-up and tear down of facility owned equipment, emptying garbage, restroom supply restocking and cleaning, and helping to move facility owned equipment (set conversions, extra tables, etc.).
- **Is the Lodge going to be set up with tables and chairs before I get there?**
  - Yes! Set up will be complete or near completion by your contracted facility access time.
- **When can I book a rehearsal?**
  - Any time after you have confirmed your reservation with a signed contract and payment.
- **When are rehearsals scheduled?**
  - Rehearsals are scheduled the Thursday prior to the event date. Rehearsal timeslots are booked on a first come, first served basis for 5pm-6pm, 6pm-7pm, or 7pm-8pm. The days and times are subject to change for City events and holidays.
- **If we are planning an outdoor ceremony/event, how last minute must we confirm our plan to accommodate the weather?**
  - At your complementary set-up appointment our Event & Facilities team will work with you to create a Plan A and Plan B for your event. Lodge staff will contact your designated day of contact person two hours prior to your contracted rental time to see which plan you would like to go with. Lake Wilderness Lodge reserves the right to move the ceremony/event indoors due to inclement weather.
- **When can I have my supplies and rental equipment be delivered?**
  - Deliveries can be made at the start of your contracted rental time.
- **Does the Lodge provide linens, dishes, glassware, serving pieces, etc. for my event?**
  - The Lodge does not provide linen. There are a limited amount of various items such as coffee pots, chaffing dishes, and water pitchers available for you to use.
- **Can we have music outside?**
  - Yes! Music is allowed at low levels outside. The Lodge staff will monitor the noise level during the event. The staff will let the DJ/band know if the sound level is too high.



- **Is there a dance floor?**
  - Yes! There is a portable dance floor that can be set up inside the facility. The dance floor is 15ft x 12ft
- **Do you require Event Insurance? What does this involve?**
  - Yes! All events are required to provide or purchase insurance. Event Insurance cost depends on the expected event attendance and whether there will be alcohol served.
- **If admission to our event requires the purchase of a ticket, payment upon entrance, or is open to the public, must I submit any paperwork to the Lodge Office?**
  - Yes, pending review of the specifics of your event. Contact the Event & Facilities team with questions.
- **Do I need to clean the Lodge when my event is over?**
  - Your responsibility will be to remove all personal belongings, decorations, decorating materials, and any other equipment/items brought in for your event. You, or your caterer, are also responsible for cleaning the kitchen. Consult the clean-up list for a complete list.

### ***Catering, Food, & Alcohol:***

- **What are your food & beverage rules and regulations? Can we provide our own food? Can we have a potluck?**
  - You are welcome to self-cater, potluck, or have the caterer of your choice as long as all hot food brought into the facility is pre-cooked. The Lodge kitchen is licensed as a warming kitchen only, meaning you may rewarm food or prepare cold food and trays, but you may not cook in the Lodge kitchen.
- **Can the caterer BBQ on site?**
  - Yes! Propane BBQ grills are allowed with prior consent of Lodge Staff. Inquire with Lodge staff on rules and regulations for BBQ's.
- **Is alcohol service allowed at the Lodge?**
  - Yes! Alcohol is allowed at the Lodge as long as the rules and regulations regarding alcohol service and liability are followed.
- **What type of alcohol can we have at our event?**
  - All types of alcohol can be served at the Lodge. Beer (including kegs- outdoor use with pump taps only), wine, champagne, and hard alcohol.
- **Do we need a licensed bartender?**
  - We do not require a licensed bartender. It is the responsibility of the renter to ensure that all alcohol consumption laws are followed. Having a licensed bartender is suggested as a way to provide responsible alcohol service at your event.
- **When and where can alcohol be distributed?**
  - Alcohol service is allowed during your contracted rental period. Alcohol service must end one hour prior to your contracted end time. For example, an event ending at midnight will do last call at 11pm. All alcohol must be consumed on Lodge grounds. No alcohol may be consumed within Lake Wilderness Park. Please ask Lodge staff about the boundaries between the Lodge and park grounds.
- **Who is responsible for alcohol at my event?**
  - The legal responsibility for any guest's consumption of alcohol rests with the individual(s) signing the rental contract.
- **What paperwork must I provide to the Lake Wilderness Lodge to have alcohol service permitted at my event?**
  - A banquet permit must be purchased from the [Washington State Liquor and Cannabis Control Board Website](#) and must be visibly displayed in the area where alcohol is served.
- **May we have a cash bar where guests pay for their own drinks?**
  - By Law private rentals (weddings, parties, receptions, corporate events, etc.) held at the Lodge cannot have a cash bar.
  - Non-profit organizations can have a cash bar. A Special Occasion License (about \$60) must be purchased instead of the Banquet Permit (about \$10) from the [Washington State Liquor and Cannabis Control Board](#). The Special Occasion License takes at least one month for approval. Contact the Event & Facilities team if you have any questions.

## ***Decorating:***

- **Do you decorate the facility for us?**
  - Decorating is the responsibility of the renter. The setup and cleanup of décor must be completed during your contracted rental period.
- **Can we hire your staff to decorate for us?**
  - No. Lodge staff cannot be hired for additional assistance beyond what the City has hired them to do.
- **Can we hang decorations inside the Lodge?**
  - Yes! Decorations may be hung with non-adhesive/non-abrasive materials such as string, twine or zip ties. The use of tape, tacks, glue, abrasive materials or adhesive of any kind is not allowed. Free standing decorations work best. Decorations may not be hung from the totem pole. The railing around the totem pole may be decorated as long as the decorations are secured by pipe cleaners, string, or other non-abrasive and adhesive free methods.
- **How much time do we have to decorate?**
  - The setup and cleanup of all décor must be completed within your contracted rental period.
- **Can our flower girl throw flower petals down the aisle during the ceremony?**
  - Yes! Outdoors they may throw live petals, and indoors three flower petals must be silk. You are responsible for cleaning up the flower petals within your contracted rental period.
- **Can we use rice, birdseed, confetti, glitter, etc.?**
  - No. The Lodge does not allow rice, birdseed, confetti, or glitter inside or outside the facility.
- **Can we use bubbles?**
  - Yes! Bubbles can be used outside only.
- **Can we use sparklers?**
  - No. Sparklers and pyrotechnics of any kind are not allowed at the Lodge.
- **Can we move existing furniture/pictures in the Lodge?**
  - Moving any Lodge furniture is not allowed. Pictures on the walls cannot be moved. Please ask in advance if you have any special requests.
- **Does the Lodge have a sign code we must follow?**
  - Yes! The Lodge will provide a sign at the entrance to the facility identifying your event and two signs at the parking lot reserving the upper and lower lots for your event. You are welcome to put out additional signage to direct your guests as long as you remove the signs at the end of your event.

## ***Payments & Refunds:***

- **What is needed to book the Lodge?**
  - A facility deposit of 50% of the rental fee, \$500 damage deposit and insurance. The facility deposit is non-refundable and non-transferable, and applies towards your rental fee. With receipt of your facility deposit, a contract will be initiated and you will have 24 hours to return the signed contract.
- **Do we get our Damage Deposit back? When?**
  - If no damage was caused to the facility or the equipment during your event, and clean-up requirements are met, then your Damage Deposit will be returned. All Damage Deposits are refunded in the form of a check to the contracting person(s) and mailed to the address on file. Checks may take up to 60 days to process.
- **When must we pay our balance in full?**
  - Final balances are due 90 days prior to your event. If the event is booked less than 90 days in advance the balance is due in full at the time of booking.

- What if we cancel our booking?

- In the unfortunate situation that a Renter cancels a scheduled event, the following shall apply: Upon booking the facility, the Renter acknowledged that the Booking Fee is non-refundable or transferable. Upon payment of the Remaining Rental Fee 90 days prior to the scheduled event, the Renter acknowledged that the Remaining Rental Fee is non-refundable or transferable. Should the Renter pay the entire Rental Fee more than 90 days prior to the scheduled event, the Renter is eligible to receive a fifty-percent (50%) refund of the Rental Fee. This refund shall be processed only after the Renter has given written notice to the City cancelling the scheduled event. Payment shall be refunded only to the Renter and shall be processed in the same method as the payment. Any refunds are returned to the contracting person(s). Payments cannot be transferred, sold, auctioned, or gifted to any other person. The City of Maple Valley is not responsible for reimbursement of items purchased by renter in association with the scheduled event such as vendor or service charges, equipment rental charges, permit or licensing fees, etc.

## Lodging

Currently there are no hotels or motels located in Maple Valley. Some of the closest beds & breakfasts, hotels, and motels are listed below.

Hotels/Motels	Address	Website & Contact	Estimated Distance
<b>Best Western – Auburn</b>	401 8 <sup>th</sup> St SW Auburn, WA 98001	<a href="http://www.bestwester.com">www.bestwester.com</a> (253) 887-7600	14.2 miles
<b>Comfort Inn</b>	22318 84 <sup>th</sup> Ave South Kent, WA 98038	<a href="http://www.comfortinn.com">www.comfortinn.com</a> 253-872-2211	12.73 miles
<b>Courtyard Seattle Southcenter</b>	400 Andover Park West Tukwila, WA 98188	<a href="http://www.marriot.com">www.marriot.com</a> 206-575-2500	16.99 miles
<b>Hilton Garden Inn- Renton</b>	1801 East Valley Rd Renton, WA 98057	1-800-774-1500 425-430-1414	15.31 miles
<b>Holiday Garden Inn Seattle/Issaquah</b>	1800 NW Gilman Blvd. Issaquah, WA 98027	<a href="http://www.hiltongardeninn.com">www.hiltongardeninn.com</a> 425-837-3600	24 miles
<b>Holiday Inn Seattle/Issaquah</b>	1801 12 <sup>th</sup> Ave NW Issaquah, WA 98027	<a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a> 1-877-863-4780	23 miles
<b>Red Lion Hotel &amp;Conference Center Seattle/Renton</b>	1 South Grady Way Renton, WA 98057	<a href="http://www.redlion.com">www.redlion.com</a> 1-425-226-7700	14.46 miles
<b>Larkspur Landing</b>	1701 East Valley Road Renton, WA 98057	<a href="http://www.larkspurhotels.com">www.larkspurhotels.com</a> 425-235-1212	15.26 miles
<b>La Quinta Inn &amp; Suites – Auburn</b>	225 6 <sup>th</sup> St SE Auburn, WA 98002	<a href="http://www.laquintaauburnwa.com">www.laquintaauburnwa.com</a> 253-804-9999	13.3 miles
<b>Quality Inn- Renton</b>	1850 Maple Valley Highway Renton, WA 98057	<a href="http://www.qualityinn.com">www.qualityinn.com</a> 425-226-7600	11 miles
<b>Red Lion Inn &amp; Suites – Kent</b>	25100 74 <sup>th</sup> Ave S Kent, WA 98032	<a href="https://www.redlion.com/kent">https://www.redlion.com/kent</a> 253-520-6670	12.7 miles
<b>SpringHill Suites by Marriott – Issaquah</b>	1185 NW Maple St, Issaquah, WA 98027	<a href="http://www.marriot.com">www.marriot.com</a> 425-427-6000	14.3 milesr
<b>SpringHill Suites by Marriott – Renton</b>	200 SW 19 <sup>th</sup> Street Renton, WA 98057	<a href="http://www.marriot.com">www.marriot.com</a> 425-226-4100	15.36 miles
<b>TownePlace Suites by Marriott</b>	300 SW 19 <sup>th</sup> Street Renton, WA 98057	<a href="http://www.marriot.com">www.marriot.com</a> 425-917-2000	15.28 miles

## Vendors

The City is providing this information as a convenience and does not endorse or recommend any of the providers listed below. While we do not endorse any vendors, there are some that have had more experience in our building than others. You are not required to use any of these vendors. All information should be verified with the vendor prior to making reservations.

## Cakes & Desserts

Cake Decorators	Website	Phone Number
<b>Gracene's Cupcake Boutique</b>	<a href="http://www.gracenescupcakes.com">www.gracenescupcakes.com</a>	360-886-5184
<b>Jacqui's Cakes</b>	<a href="http://www.jacquiscakes.com">www.jacquiscakes.com</a>	253-381-7852

Maple Valley Safeway Bakery		425-432-2020
Renee's Custom Cakes	<a href="http://www.reneescustomcakes.com">www.reneescustomcakes.com</a>	206-234-8992
Sweet Themes Bakery	<a href="http://www.sweetthemesbakery.com">www.sweetthemesbakery.com</a>	253-981-4999

### *Caterers*

Caterers	Website	Phone Number
ACT 3 Catering	<a href="http://www.act3catering.com">www.act3catering.com</a>	425-251-9102
Camelot Catering	<a href="http://www.camelot-catering.com">www.camelot-catering.com</a>	425-641-7278
Christie's Catering	<a href="http://www.Christies-Catering.com">www.Christies-Catering.com</a>	425-271-7716
EJ's Custom Catering	Facebook: EJ's Custom Catering	425-301-6600
Gallucci's Catering	<a href="http://www.galluccis.com">www.galluccis.com</a>	253-826-1799
Herban Feast	<a href="http://www.herbanfeast.com">www.herbanfeast.com</a>	206-932-4717
Longhorn Barbecue	<a href="http://www.konghornbarbecue.com">www.konghornbarbecue.com</a>	253-804-9600
Mama Stortini's	<a href="http://www.mamastortinis.com">www.mamastortinis.com</a>	253-604-0600
New York Catering in Enumclaw	<a href="http://www.new-yorkcatering.com">www.new-yorkcatering.com</a>	360-825-5669
Ristrettos Catering	<a href="http://Ristrettoscoffeeandwine.com">Ristrettoscoffeeandwine.com</a>	<a href="mailto:ristrettoscatering@gmail.com">ristrettoscatering@gmail.com</a>
Seasoned in Seattle	<a href="http://www.seasonedinseattle.com">www.seasonedinseattle.com</a>	206-723-5596
Scooter's Custom Catering	<a href="http://www.scooterscustomcatering.com">www.scooterscustomcatering.com</a>	206-774-9122
Snuffins Catering	<a href="http://www.snuffins.com">www.snuffins.com</a>	800-940-5989
Stocktons Restaurant & Lounge	<a href="http://Stocktonsrestaurant.com">Stocktonsrestaurant.com</a>	425-432-6880
Twelve Baskets Catering	<a href="http://www.twelvebasketscatering.com">www.twelvebasketscatering.com</a>	425-576-1000

### *Bartenders*

Bartenders	Website	Phone Number
Emerald City Cocktails	<a href="http://www.emeraldcitycocktails.com">www.emeraldcitycocktails.com</a>	407-451-9543
Happy Camper Cocktails	<a href="http://happycampercocktailcompany.com">happycampercocktailcompany.com</a>	

### *DJs & Music*

DJs & Musicians	Website	Phone Number
Adam's DJ Service	<a href="http://www.adamsdjservice.com">www.adamsdjservice.com</a>	253-952-2156 or 425-652-6690
Encore Four- String Quartet	<a href="http://www.EncoreFour.com">www.EncoreFour.com</a>	562-895-9386
Live Productions	<a href="http://www.alivedj.com">www.alivedj.com</a>	1-866-ALIVEDJ
Melody Music	<a href="http://www.melody-music.com">www.melody-music.com</a>	253-946-3048 or 800-946-3048
Music De-Lite "The Fun DJs & MCs"	<a href="http://www.musicdelitedj.com">www.musicdelitedj.com</a>	360-456-1578
Sounds Unlimited	<a href="http://www.asoundsunlimited.com">www.asoundsunlimited.com</a>	206-364-4000

### *Event Decorators & Planners*

Decorators	Website	Phone Number
Ginger Bee Events & Planning	<a href="http://www.gingerbeeevents.com">www.gingerbeeevents.com</a>	206-794-3819
Sunny Umbrella Designs	<a href="http://www.sunnyumbrelladesigns.com">www.sunnyumbrelladesigns.com</a>	360-672-8719
Wedding Elements & NW Events	<a href="http://www.elementsnw.com">www.elementsnw.com</a>	206-235-2187

### *Florists*

Florists	Website	Phone Number
Buds and Blooms	<a href="http://www.maplevalleybudsandblooms.com">www.maplevalleybudsandblooms.com</a>	425-432-1229
Flowers by Robin	<a href="http://flowersbyrobin.com">flowersbyrobin.com</a>	253-334-1640
Maple Valley Safeway Florist		425-432-2020

## *Linens*

Linen Rentals	Website	Phone Number
Formally Yours Linen Service (Aramark)	Maple Valley	253-840-6822
Linen Sensations	<a href="http://www.linensensation.com">www.linensensation.com</a>	206-851-3994

Makeup & Skin Care	Website	Phone Number
Sara McCarter Makeup & Skin	<a href="http://www.saramccarter.com">www.saramccarter.com</a>	425-208-9379

## *Photographers*

Photographers	Website	Phone Number
Alexa Coffman Photography	<a href="https://alexaraephoto.com/">https://alexaraephoto.com/</a>	
Anna Simonak Photography	<a href="http://www.simonakphoto.com">www.simonakphoto.com</a>	
Capturing Bella Photography	<a href="https://capturingbellaphoto.com">https://capturingbellaphoto.com</a>	425-830-1680
Kailee Elizabeth Photography	<a href="http://www.kaileelizabethphoto.com">www.kaileelizabethphoto.com</a>	425-417-4425
Karisa Anna Photography	<a href="http://karisaanna.com">karisaanna.com</a>	206-551-2318
Kelsey Lynne Photography	<a href="http://www.kelseylynnephotoblog.com">www.kelseylynnephotoblog.com</a>	425-358-5008
Lauren Ryan Photography	<a href="http://www.laurenryanphoto.com">www.laurenryanphoto.com</a>	206-713-3858
Mariah Gentry Photography	<a href="http://www.mariahgentry.com">www.mariahgentry.com</a>	206-914-4087
Meredith McKee Photography	<a href="http://www.meredithmckee.com">www.meredithmckee.com</a>	757-642-6158
Mike Tabolsky Photography	<a href="http://www.thephotobar.com/home">www.thephotobar.com/home</a>	206-349-2424
Photographs by Tonia	<a href="http://www.photosbytonia.com">www.photosbytonia.com</a>	253-344-7926



